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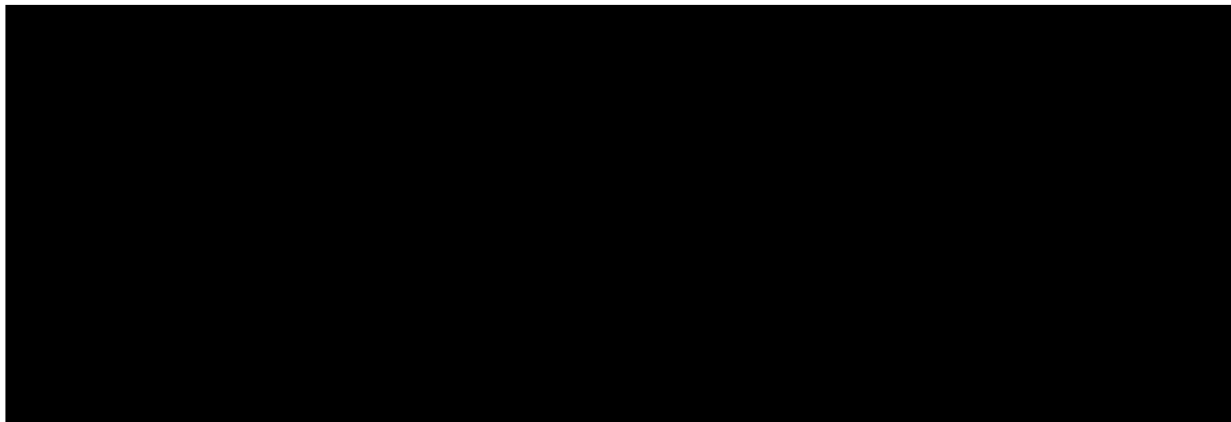
11 March 1955

**CONFIDENTIAL**

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Weekly Report for the Week Ending 11 March 1955

1. General



2. Projects and Studies in Process

a. Career Management Records - (completed item)

A visual file has been established for logistics type positions on a world-wide basis. This file is for use in controlling rotation and reassignment of employees and will be maintained on a current basis.

3. Supply Division

a. Requirements Forecasts - FY'56 and FY'57 - (continued item)

Machine listings of gross materiel requirements and costs have been completed. These listings, with tabulations of costs of administrative and housekeeping support to be furnished [redacted] to FE and EE Field Stations, are being distributed to forecasting echelons.

4. Transportation Division

a. Establishment of TVA's - (new and continued item)

A dispatch has been prepared for release to all Senior Representatives at Stations having an inventory of ten vehicles or more. Purpose of this dispatch is to notify field officials that Transportation officials would visit their installations to develop and establish TVA's.

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5. Procurement Division

a. Survey of Procurement Procedures, [REDACTED] - (new and completed)

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Procurement Division representatives have completed a survey of the procurement procedures at [REDACTED] Resultant improvements in procedures will be jointly implemented by the Office of Logistics and personnel at [REDACTED]

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JAMES A. GARRISON  
Director of Logistics

OL/TR&P/ARL:mk (11 Mar '55)

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